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DD/S 66-5953

9 NOV 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Proposed Revision of [ ] "Training at  
Non-CIA Facilities under the Government  
Employees Training Act

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1. Attached is a draft revision of [ ] which includes those statements of policy, responsibility, and procedures desired by the Executive Director to strengthen the controls over "extensive external training." We have also included in this revision previously approved statements of policy and practices which have never been formalized in a regulation or official notice. We believe that the inclusion of these, together with the statements responding to the Executive Director's interest, provides a fine tight package of guidance for the entire Agency and should do much to provide greater control over external training.

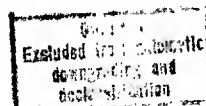
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2. Paragraphs a(4), a(5), b(1), b(6)(a), b(6)(b), and b(6)(d) are directly responsive to the Executive Director's desires. We have defined "extensive external training" as "full-time academic training of an academic semester or more." Exclusive of the specialized academic programs such as the Institute for Defense Analysis, the NIPA Fellows, the Bureau of the Budget/NIPA Program, etc., we estimate that training in this category should not exceed 20 a year.

3. The second sentence of paragraph a (3) is a restatement of policy approved by General Marshall Carter, as Acting Director of Central Intelligence, 30 August 1962. (copy attached)

4. Para. b(5) in its entirety has been coordinated with the Central Cover Staff, b(5)(c) is an addition to this regulation.

5. Para. b(7)(a) represents the revised version of the policy governing, "Continued Service Agreements." This policy was first approved by the Deputy Director for Support 15 October 1962. The Deputy Director for Support approved certain changes in the criteria governing "Continued Service Agreements" 30 June 1966. These criteria have not been previously included in a regulation or notice.

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6. The second sentence of paragraph b(7)(b) has been added to the regulation to ensure that no one misunderstands their financial responsibility in the event training, for which they are sponsored, is not completed.

7. Para. c(3) has been added, anticipating the new budget procedures for external training presently being considered. The Office of Training can provide a service to the Agency components concerned and at the same time, take a good look at the components external training requirements before the fact rather than after the fact, as has been the case heretofore.

/s/  
John Richardson  
John Richardson  
Director of Training

Attachment: a/s

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[REDACTED]  
(Proposed Revision)

8. TRAINING AT NON-CIA FACILITIES UNDER THE GOVERNMENT EMPLOYEES TRAINING ACT. Agency-sponsored training of CIA employees is authorized under the Government Employees Training Act of 1958 when considered necessary or desirable in the public interest to supplement self-education, self-improvement, and self-training. The act provides that, insofar as practicable, such training shall be accomplished by, in, and through CIA facilities. The act authorizes the Agency, to the extent necessary or appropriate, to use other Government training facilities and to enter into agreements or make other appropriate arrangements for the training of employees by, in, or through non-Government facilities.

a. POLICY. Training at non-CIA facilities under the provisions of this paragraph may normally be provided only for those individuals:

(1) Who are civilian staff employees, staff agents, career agents,

[REDACTED] or STATSPEC  
contract employees of the Agency;

(2) Who are qualified to meet the entrance requirements of the institution or training facility involved, and the objectives of the proposed training;

(3) Who have served at least one year of current, continuous civilian service in Government; (this applies only to non-government facilities and may be waived only by the Deputy Director con-

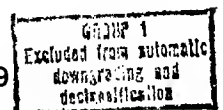
cerned upon affirmative determination that such training is essential to intelligence activities). **CONFIDENTIAL**

- (4) Whose proposed training satisfies an Agency need by increasing capabilities to perform a current duty assignment effectively or by preparation for projected duty assignments requiring additional skills or responsibilities;
- (5) For whom it is desirable that the Agency underwrite such training and the benefits gained correlate with the costs;
- (6) Who intends to continue in the service of the Agency and whose use within the Agency upon completion of the training has been determined by the Career Service concerned;
- (7) Whose attendance will not endanger operations or cover with which the individual is or has previously been associated; and
- (8) Whose request has been approved by the Director of Training prior to actual enrollment.

**b. RESPONSIBILITIES**

- (1) DEPUTY DIRECTORS shall personally review and endorse requests for training and nominate candidates in each case of external training where:
  - (a) The nomination contemplates full-time academic training of an academic semester or more.
  - (b) The cost of the contemplated training exceeds \$1,000.00, regardless of duration.
  - (c) The nomination is for a program under the jurisdiction of the Training Selection Board.

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(2) HEADS OF INDEPENDENT OFFICES AND OPERATING OFFICIALS shall:

- (a) Endorse requests for training at non-CIA facilities for personnel of their offices.
- (b) Determine, with the advice and assistance of the Chief, Central Cover Staff, the requirements for cover.

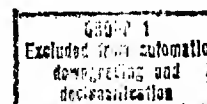
(3) HEADS OF CAREER SERVICES shall review requests for designees of their respective Career Services to be trained at non-CIA facilities and submit nominations to the Director of Training.

(4) THE DIRECTOR OF TRAINING shall:

- (a) Designate the non-CIA facility which can most appropriately and economically meet the requirement.
- (b) Approve or disapprove requests for training of personnel at non-CIA facilities which have been endorsed by an Operating Official or Head of Independent Office and by the Head of the Career Service concerned.
- (c) Provide for participation of Agency personnel nominated by the Training Selection Board and approved by the Deputy Director of Central Intelligence, in senior officer courses and in full-time academic programs of an academic semester or more.
- (d) Set the administrative requirements for Agency personnel in approved courses or programs.

(5) THE CHIEF, CENTRAL COVER STAFF shall:

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- (a) Provide for cover as required and approve all cover aspects of the external training program.
  - (b) Brief employees concerned on the use of approved cover.
  - (c) In coordination with the Office of Training and when required by the cover situation, enroll the student through appropriate cover facilities.
- (6) THE TRAINING SELECTION BOARD shall:
- (a) Regularly review the qualifications of candidates nominated by the Deputy Director concerned for attendance at senior officer schools, at other full-time academic training of an academic semester or more, or at other external training programs where effective representation of the Central Intelligence Agency is considered by the Board to be a significant criterion for selection; interview, or arrange for a committee designated by the chairman to interview, during the selection process, candidates who are available in the headquarters area.
  - (b) Recommend principal and alternate candidates for each of the spaces available in senior officer courses and for full-time academic programs of an academic semester or more, to the Deputy Director of Central Intelligence for final approval.
  - (c) Evaluate external training programs to select those of interest to the Agency, and in consultation with Heads of Career services, establish quotas and arrange with the sponsoring in-

stitution for the allocation to the Agency of a suitable number of spaces in selected programs.

- (d) Approve candidates for external training programs under the jurisdiction of the Training Selection Board except senior officer courses and full-time academic programs of an academic semester or more.

(7) Agency personnel selected for training under the provisions of this paragraph shall:

- (a) Comply with the administrative, security, and cover measures established for the particular program. Employees will be required to enter into a written agreement to continue in service with the Agency dating from conclusion of the training program for three times the duration of the training but no less than one year, in all cases involving:

1. Senior Officer courses.
2. Full-time academic training of three months or more.
3. Training programs involving travel, per diem, and academic costs, in any combination of \$1,000.00 or more.
4. Part-time programs which, in aggregate credits earned or training time invested, will amount to 24 semester hours or the equivalent.

- (b) Normally be required to attend on a full-credit basis. A student voluntarily leaving the Agency or one who fails to complete a course for which he is being sponsored, may be required to

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

repay all costs associated with the training, as determined by the Director of Training.

- (c) Submit such reports and materials related to the training programs as the Director of Training may request.
- (d) Inform the Director of Training of any contribution, award, or payment, in cash or in kind, tendered by an outside source to cover expenses incident to training at a non-Government facility.

c. PROCEDURES

- (1) Applications for external training shall be submitted to the Office of Training on Form 136, Request for Training at Non-CIA Facility.
- (2) Training requests for individuals who are in a cover status, or for whom cover arrangements are required, shall be forwarded to the Chief, Central Cover Staff for review and appropriate action before being transmitted to the Director of Training.
- (3) Heads of Independent Offices and Operating Officials will coordinate the development of their external training budget estimates with the Office of Training.

d. WAIVER OF CONTINUED SERVICE AGREEMENT. The Deputy Director for Support may waive in whole or in part the conditions of the continued service agreement (subparagraph b(7) above) when the enforcement of the agreement would be against equity, good conscience, or the

public interest.



**8. TRAINING AT NON-CIA FACILITIES UNDER THE GOVERNMENT EMPLOYEES TRAINING ACT.** Agency-sponsored training of CIA employees is authorized under the Government Employees Training Act of 1958 when considered necessary or desirable in the public interest to supplement self-education, self-improvement, and self-training. The act provides that, insofar as practicable, such training shall be accomplished by, in, and through CIA facilities. The act authorizes the Agency, to the extent necessary or appropriate, to use other

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Government training facilities and to enter into agreements or make other appropriate arrangements for the training of employees by, in, or through non-Government facilities.

a. **POLICY.** Training at non-CIA facilities under the provisions of this paragraph may normally be provided only for those individuals:

(1) Who are civilian staff employees, staff agents, career agents,  or contract employees of the Agency;

(2) Who are qualified to meet the entrance requirements of the institution or training facility involved, and the objectives of the proposed training;

(4) ~~(1)~~ Whose proposed training will benefit the Agency either by increasing capabilities to perform a current duty assignment effectively or by preparation for projected duty assignments requiring additional skills or responsibilities;

(6) ~~(2)~~ Whose use within the Agency upon completion of training has been determined by the Career Service concerned; and

(7) ~~(3)~~ Whose attendance will not endanger operations or cover with which the individual is or has previously been associated.

b. **RESPONSIBILITIES**

(2) ~~(1)~~ **HEADS OF INDEPENDENT OFFICES AND OPERATING OFFICIALS** shall:  
(a) Endorse requests for training at non-CIA facilities for personnel of their offices.

(b) Determine, with the advice and assistance of the Chief, Central Cover Staff, the requirements for cover.

(3) ~~(2)~~ **HEADS OF CAREER SERVICES** shall review requests for designees of their respective Career Services to be trained at non-CIA facilities and submit nominations to the Director of Training.

(4) ~~(3)~~ **THE DIRECTOR OF TRAINING** shall:

(a) Designate non-CIA facilities ~~suitable for Agency use in specified fields of training~~

(b) Approve or disapprove requests for training of personnel at non-CIA facilities which have been endorsed by an Operating Official or Head of Independent Office and by the Head of the Career Service concerned, except for those courses under the jurisdiction of the Training Selection Board. ~~Approval must precede actual enrollment.~~

(c) Provide for participation of Agency personnel, selected by the Deputy Director of Central Intelligence, in senior officer courses.

(d) Set the administrative requirements for Agency personnel in approved courses or programs after obtaining security clearance for individuals under consideration.

(5) ~~(4)~~ **THE CHIEF, CENTRAL COVER STAFF** shall:

(a) Provide for cover as required and approve all cover aspects of the external training program.

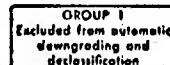
(b) Brief employees concerned on the use of approved cover.

(6) ~~(5)~~ **THE TRAINING SELECTION BOARD** shall:

(a) ~~Annually~~ review the qualifications of candidates nominated by the ~~Heads of Career Services for attendance at senior officer courses (Senior Defense Colleges, the Senior Seminar in Foreign Policy, and~~

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~~the Advanced Management Program at Harvard University or at other~~ external training programs where effective representation of the Central Intelligence Agency is considered by the Board to be a significant criterion for selection; interview, or arrange for a committee designated by the chairman to interview, during the selection process candidates who are available in the headquarters area.

- (b) Recommend principal and alternate candidates for each of the spaces available in senior officer courses to the Deputy Director of Central Intelligence for final approval.
- (c) Evaluate ~~continually~~ external training programs to select those of interest to the Agency, and in consultation with Heads of Career Services, establish quotas and arrange with the sponsoring institution for the allocation to the Agency of a suitable number of billets in selected programs.
- (d) Approve candidates for external training programs under the jurisdiction of the Training Selection Board except senior officer courses.

(7) Agency personnel selected for training under the provisions of this paragraph shall:

- (a) Comply with the administrative, security, and cover measures established for the particular program. ~~Depending on the nature, duration, and cost to the Agency of training when non-Government facilities are involved, employees selected may be required to enter into a written agreement to continue in service with the Agency for a stipulated period of time.~~
- (b) Normally be required to attend on a full-credit basis.
- (c) Submit such reports and materials related to the training programs as the Director of Training may request.
- (d) Inform the Director of Training of any contribution, award, or payment, in cash or in kind, tendered by an outside source to cover expenses incident to training at a non-Government facility.

#### c. PROCEDURES

- (1) Applications for external training shall be submitted to the Office of Training on Form 136, Request for Training at Non-CIA Facility. ~~Essential instructions for completing and routing the application are incorporated in the form.~~
- (2) Training requests for individuals who are in a cover status, or for whom cover arrangements are required, shall be forwarded to the Chief, Central Cover Staff for review and appropriate action before being transmitted to the Director of Training.
- (3) Heads of Independent Offices and Operating Officials ~~shall submit to the Director of Training annually, before 15 March, a statement of estimated requirements for the training of their personnel at non-GPA facilities during the next fiscal year.~~
- ~~(4) The Office of Training will announce from time to time information relating to external training programs of special interest.~~

- d. WAIVER OF CONTINUED SERVICE AGREEMENT. The Deputy Director for Support may waive in whole or in part the conditions of the continued service agreement (subparagraph b(3) above) when the enforcement of the agreement would be against equity, good conscience, or the public interest.

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